



# കേരള ഗസറ്റ് KERALA GAZETTE

## അസാധാരണം EXTRAORDINARY

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### GOVERNMENT OF KERALA

#### Abstract

Secretariat of the Kerala Legislature – Kerala Legislative Assembly Media & Parliamentary Study Centre (Parliamentary Studies) – Certificate Course in Parliamentary Studies- Scheme approved-Order Issued.

#### SECRETARIAT OF THE KERALA LEGISLATURE

GO.(P) No.3027/2024/Leg

Dated, Thiruvananthapuram, 26<sup>th</sup> November 2024

Read : 1.GO(P) No.1/2013/leg dated 19.09.2013  
2. GO(P) No.2/2015/Leg dated 20.06.2015  
3. GO(P) No.1/2019/Leg dated 25.06.2019  
4. GO(P) No. 1/2020/Leg dated 03.01.2020



## ORDER

The Centre for Parliamentary Studies and Training (CPST) of the Kerala Legislative Assembly had initiated, a Certificate course in Parliamentary Practice and Procedure. As per the Scheme of the Certificate course published under government order first cited, the minimum qualification for admission to the said Course was a pass in higher Secondary or equivalent as approved by the University of Kerala and the duration of the Course was six months. Since its commencement in 2013, it has completed 10 batches and about 1300 Students have passed out the Certificate Course.

As per government order second cited, the Centre for Parliamentary Studies and Training has been restructured and new Organisation with name the Kerala Legislative Assembly Media & Parliamentary Study Centre (K-LAMPS) has been established. Since then, the Certificate Course is being conducted under the auspicious of the K-LAMPS(P.S.) wing. The Board of Studies constituted under clause 7 of the Certificate course scheme 2013, in its meeting held on 19.08.2022 has recommended to bifurcate the course into a Certificate Course and an Advanced Post Graduate Diploma Course stipulating the eligibility for admission as a pass in tenth or equivalent and a degree or equivalent as approved by University of Kerala respectively. The Governing body of the Certificate course in its meeting held on 18.12.2023 considered the recommendations of the Board of studies and approved the new scheme of 'Certificate Course in Parliamentary studies' and 'Post Graduate Diploma course in Parliamentary studies'. Hon'ble Speaker is, therefore, pleased to give the assent to the scheme for Certificate Course in Parliamentary studies which is detailed below :

### CERTIFICATE COURSE IN PARLIAMENTARY STUDIES SCHEME , 2024

#### **1. Introduction**

Indian parliamentary democracy has no match in the world and democratic values are part and parcel of the life of common man in India. Thus democracy, the life breath of one of the greatest nations of the world; has been, is and will be very significant for India. A democratic parliament for its part will seek to foster a vibrant civil society and to work closely with it in finding solutions to problems facing the country and in improving the quality and relevance of legislation, Informing citizens about the work of parliament is not just a concern for the fourth estate, but is a responsibility of parliaments themselves. The Open and Distance Learning System with its inherent flexibility and affordability has emerged as an important mode for providing education and awareness to various sections of the society in the present day educational scenario. Being the forerunner of many democratic innovation in India, Kerala Legislative Assembly, as part of its Quasiquicentennial initiatives plans to conduct a Certificate course in Parliamentary Practice and Procedure in the distance education stream from 2013 to 2023 and has completed ten batches. The Kerala Legislative Assembly Media & Parliamentary Study Centre (Parliamentary Studies) [K-LAMPS (PS)] , an integral division of the Kerala



Legislature Secretariat , was the premier institution providing opportunities for systematic study and training in various disciplines related to parliamentary institutions, processes and procedures. The K-LAMPS (Parliamentary Studies) intends to start a basic certificate Course namely Basic certificate course in Parliamentary Studies in the distance education stream.

## **2. Name and Commencement**

(1) This Scheme may be called “ the Scheme for the Certificate Course in Parliamentary Studies by Kerala Legislative Assembly Media & Parliamentary Study Centre ”.

(2) It shall come into force at once.

## **3. Objectives and nature of the course**

(1) The Course shall be an awareness and learning programme designed for those who have no experience with parliamentary procedure and for those who are interested in learning parliamentary practice and procedure.

(2) The Course shall be a basic level certificate course on parliamentary Studies.

(3) The Course shall be run in distance education mode and shall include online contact classes.

## **4. Institutional Support.**

The Course shall be managed, regulated, conducted and controlled by the Parliamentary Studies Wing of the K-LAMPS which was established as an integral division of the Secretariat of the Kerala Legislature.

## **5. Organisational Structure**

The organisational structure for the Scheme shall consist of the following bodies, namely;

(1) A Governing Body:

(2) A Board of Studies;

## **6. Governing Body**

(1) It shall consist of the following members:

(i) The Secretary, Kerala Legislative Assembly or any person discharging the functions of the Secretary for the time being shall be the Ex-officio Chairperson;

(iii) The Executive Director of Kerala Legislative Assembly Media & Parliamentary Study Centre (Member, Ex-officio);

(iv) The Special Secretary of Kerala Legislative Assembly



(v) The senior most officer of the Secretariat of the Kerala Legislature who is in charge of Table Section (Member, Ex-officio);

(vi) The senior most officer of the Secretariat of the Kerala Legislature who is in-charge of Legislation Section (Member, Ex-officio);

(vii) The senior most officer of the Secretariat of the Kerala Legislature who is in-charge of Information Technology Section (Member, Ex-officio),

(viii) The senior most officer of the Secretariat of the Kerala Legislature who is in-charge of Accounts(finance officer) (Member, Ex-officio);

(ix) The senior most officer of the Secretariat of the Kerala Legislature who is in-charge of Services (Member, Ex-officio).

(2) The Executive Director of Kerala Legislative Assembly Media & Parliamentary Study Centre shall be the Member Secretary.

(3) It shall meet at least once in each calendar year at such place and time as decided by the Chairperson.

(4) The quorum to constitute a sitting shall be three including the Chairperson.

(5) Every question considered at the meeting of the Governing Body shall be determined by a majority of votes of the members present and voting and the chairman shall have a second or casting vote in case of equality of votes.

(6) All administrative, financial and policy matters as regards the Course shall be decided by the Governing Body.

(7) The Members of the Board of Studies shall be nominated by the Governing Body.

## **7. Board of Studies**

(1) As soon as may be, after the commencement of this Scheme, the Governing Body with the concurrence of the Speaker of the Kerala Legislative Assembly or the person performing the duties of the Speaker from time to time shall constitute a seven member Board of Studies which shall consist of the following members, namely:-

(i) The Executive Director of Kerala Legislative Assembly Media & Parliamentary Study Centre shall be the Ex-officio Chairperson;



(ii) Three officers of the Secretariat of the Kerala Legislature of and above the rank of Deputy Secretary including the Chief Librarian, Kerala Legislature Library (Member, Ex-officio);

(iii) One teaching faculty from any of the social sciences disciplines of a University in Kerala/UGC;

(iv) Two persons who shall be experts in parliamentary law or business or eminent parliamentarians or eminent academicians or eminent journalists.

(2) The Board of Studies shall meet as and when necessary and at such place and time as decided by the Chairperson.

(3) The quorum to constitute a sitting shall be three including the Chairperson.

(4) Every question considered at the meeting of the Board of Studies shall be determined by a majority of votes of the members present and voting and the Chairperson shall have a second or casting vote in case of equality of votes.

(5) The term of office shall ordinarily be two years from the date of constitution unless otherwise decided by the Governing Body:

(6) It shall plan, prepare and regulate the academic matters as regards the conduct of the course including examination, valuation and, announcement of results.

(7). The recommendations of the Board of Studies shall be placed before the Governing Body for its consideration and approval.

## **8. Eligibility for Admission**

(1) Admission will generally be open to all eligible candidates and there will be no age bar for admission to the course.

(2) Minimum qualification for applying for the Course will be a pass in SSLC or Equivalent.

(3) The application shall be in such form and shall contain such details as may be prescribed by the Board of Studies.

(4) There shall be Admission fee, Tuition fee and Exam fee as stipulated in the prospectus of the course and as decided by the Governing body from time to time.



## 9. Syllabus

(1) Parliamentary Democratic System - Constitution of India- Characteristics, Fundamental Rights and Duties

Divident of Powers- Decentralization of power- Panchayat Raj Institutions - Kerala Legislative Assembly-

History, present- Mode of functioning of the Legislature - Legislative Procedure- Government affairs

(2) it shall contain two papers.

## 10. Duration of the course

The Course shall ordinarily be of 6 months duration.

## 11. Study Materials

The soft copy of Study materials for the Course shall be prepared and circulated by K-LAMPS(P.S.)

## 12. Contact Classes

(1) Personal Contact Programmes (PCPs) shall ordinarily be arranged by the K-LAMPS (PS) to facilitate interaction between the learners and subject experts, who give due academic counselling to the learners.

(2) online classes will be arranged

## 13. Medium of Instruction

Medium of instruction shall be Malayalam

## 14. Examinations

(1) Application for examination shall be made in the prescribed form.

(2) Medium of examination shall be either in Malayalam or in English.

(3) Examinations will be conducted at the end of the course and the Centre of Examination shall ordinarily be at Thiruvananthapuram, Ernakulam and Kozhikode.

(4) A candidate will be declared to have passed the examination only if he/she obtains a minimum of 40% of marks for each and every paper.



(5) A registered candidate will be eligible for three consecutive chances only , in order to obtain a pass in all two papers.

### **15. Certificate**

Certificate shall be issued by and in the name of K-LAMPS(PS).

### **16. Administrative and Financial Matters**

(1) All administrative matters regarding the Course shall be dealt with in the Training Section and or other sections under the K-LAMPS(PS) and be managed only with the own human resource of the Secretariat of the Kerala Legislature.

(2) A savings bank account in the name of the "Secretary, Kerala Legislative Assembly" was opened with the Vikas Bhavan. Branch of the State Bank of India for the purpose of the financial transactions of the K-LAMPS(PS)

(3) The savings bank account shall be operated by K-LAMPS (Accounts) Wing and the limits of withdrawals and expenditure shall be as decided by the Governing Body.

(4) Funds obtained for the conduct of the Course and other funds available for the functioning of the K-LAMPS(PS) form the funds for 'the Course.

(5) Accounts and audit as regards the conduct of the Course shall be done either as in the case of the accounts and audit of the Secretariat of Kerala Legislature or by the Internal Audit Section of the Secretariat of Kerala Legislature.

### **17. Faculty**

Parliamentarians, Jurists. Competent Officers of the Secretariat of the Kerala Legislature and other scholars in the respective fields shall serve as the faculty for conducting the Course.

### **18. Infrastructure**

The infrastructure of the Secretariat of the Kerala Legislature shall form the infrastructure for conducting the Course

### **19. Decision of the Speaker is final**

The decision of the Speaker of the Kerala Legislative Assembly or the person discharging the functions of the Speaker shall be final on all matters covered by this Scheme.



Therefore, approval is hereby given for conducting the course as per the stipulations laid down in the scheme detailed afore.

Government orders read as 1 ,2,3 &4 stands modified to the above extent.

By order of the Governor,  
Dr. N. Krishna kumar , Secretary.

copy to:-

The Private Secretary to the Hon'ble Speaker.  
The Private Secretary to the Hon'ble Deputy Speaker.  
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.  
The Accountant General (A&E), Kerala, Thiruvananthapuram.  
The P.A.to Secretary.  
The P.A.to Special Secretary.  
The Under Secretary (Services).  
Stock file/Office copy.

